Committee: Faculty Governance Committee

Date: 10-11-95

Location: Rawl Annex 142

Presiding: Jim Joyce, Chair

Meeting called to order: 2:05 pm

Agenda item 1: Minutes of 13 September 1995 were approved.

Agenda item 6: Moskop on location of tenure and promotion guidelines (distributed at meeting). Moskop presented background surrounding his 20 April 1995 memo to Don Sexauer, Chair, Faculty Governance Committee, regarding Appendix C and Promotion & Tenure Guidelines as applicable to the School of Medicine faculty (Attachment 2 appended to agenda for today's meeting). Moskop suggested either adding the passage on (distributed at meeting) or having a generic checklist (distributed at meeting) in the code with guidelines containing the specifics developed by the departments and approved by departments and the dean. Moskop answered committee members' questions; then the committee discussed his suggestions with him responding when appropriate.

Moskop was asked to present a formal proposal to the Governance Committee; Bruce Albright will work with him.

Agenda item 7: Other business. Joyce and Grossnickle summarized a question posed by Unit Code Committee (distributed at meeting): Is the Review Committee described in the proposed Unit Code in the letter of Appendix D as well as the spirit? Committee discussed their question. Committee moved and passed the motion that we communicate to the Unit Code Committee that the Review Committee does violate both letter and spirit.

Agenda item 2: Proposed revision to Appendix L (Attachment 1 appended to agenda for today's meeting), prepared by Don Sexauer. The issue of length of time before having such an evaluation was briefly discussed, then was deferred to a later time. Committee passed revision presented with two editorial suggestions.

Agenda item 3: Appendix X, follow-up with Bailey. Bailey presented background and committee members discussed the matter. Issues involve having faculty review of procedures, having workable informal procedures before going to hearing, and having confidentiality (nothing going into personnel files without a hearing). Governance Committee recommends that the current Appendix X be followed; the ad-hoc committee formed last year, consisting of Bailey, Rose, and Hassler, is asked to continue its work, presenting the committee with a workable set of procedures. Carter will follow up and report to committee.

Agenda item 4: Procedures for decoding a unit, follow-up with Joyce. Matter postponed.

Agenda item 5:

a) Administrative memorandum #355 (attachment #1 of organizational materials distributed 13 September 1995). Matter has been taken care of by Bailey (and his excellent foresight).

b) Appendix C, personnel files (attachment #2 of organizational materials distributed 13 September 1995). No guidelines exist.
about what can be placed in personnel files; guidelines are
needed for chairs. Faculty also need to be informed about
documents placed in their files, possibly dated with signatures
of chair and faculty member. Bernhardt will list questions that
need answering.

Meeting recessed: 3:50 pm

Next meeting: next Wednesday, October 18, 1995

Meeting called to order: 10-18-95, 2:05 pm

Members at the 10-11-95 unable to be present at this part of the
meeting were Jeff Jarvis and Patricia Anderson. Worth
Worthington was present for this part of the meeting.

Agenda Item 5 (See agenda for 10-11-95 meeting.)

b) Appendix C, Personnel files (see #2 of organizational
materials distributed 9-13-95). Committee discussed who can place
items in the personnel files. Sexauer distributed information
from Article 7, Chapter 126, General Statutes of North Carolina,
about this matter (distributed at meeting). Official documents
are placed in files only by unit administrator or by chancellor
(as employer). Other "employers" above the unit administrator
would work through the chancellor. Materials to be included in
the personnel files are documents that can be used for organized
evaluation, that present any official findings, and that result
from formal procedures. Committee members seemed to want to
exclude other documents because of their interpretation of
information from the General Statutes. The General Statutes also
seem to prohibit faculty from including documents without consent
of unit administrator.

Some of the issues involved include definition of unit
administrator, meaning of one file (i.e., one physical location
?), notifying faculty of additions to their file, and use of file
for evaluation.

A sub-committee was deemed necessary to consider revisions to
Appendix C to answer the questions raised: Bruce Albright, Judy
Bernhardt (Chair), Tol Carter, and Bob Hursey.

b) Appendices D and L, release time and leave of absence (see #3
of organizational material distributed 9-13-95). This matter
concerns full-time persons with tenure being able to reduce their
load to part-time ones and continuing with tenure. Such requests
should not be granted because (1) faculty as part-time employees
would not meet requirements of voting members, as presented in
Appendix D, D.8, and thus would not be able to fulfill
responsibilities accompanying tenure and (2) decisions about
tenure are based on the faculty's potential for future, full-time
contributions and, as a part-time employee, the faculty member
would be unable to fulfill responsibilities for which he or she
was tenured. The chair was directed to respond to the Chair of
the Faculty who will respond to the persons raising the issue.

c) Appendix V, specification of penalties (see #4 added to
organizational materials distributed 9-13-95). Chancellor reads
document as describing the policies concerning amorous
relationships between faculty and students, but not describing
penalties for improper actions. Bailey will draft revisions to
clarify penalties/sanctions as covered in Appendix V and Appendix
X.8.

Agenda item 3 (for 10-18-95): Other committee business. According
to Appendix A, the Parliamentarian not being listed as an ex-officio member of the Faculty Senate (distributed at meeting). Because no difficulties exist concerning current procedures, no changes will be made.

Agenda item 1 (for 10-18-95; postponed agenda item 4 for 10-11-95): Follow-up with Joyce on need to draft a detailed process for decoding a unit. Appendix L contains some information about decoding units, but does not address procedures for placing tenured faculty without a code unit (e.g., faculty tenured with university) within a code unit when the tenured faculty's unit no longer exists. Matter carried over to next meeting.

Next meeting: November 8 with committee reports and a revisit of the postponed decoding matter.

Meeting adjourned: approximately 3:35 pm

Submitted by Sherry Southard, Secretary